



The Value Management Knowledge Hub group allows users to access resources relating to the Value Management Collaborative, share tools and experiences, and create connections with their peers in a secure environment.

This guide explains how to:

- create a Knowledge Hub account
- join the Value Management Knowledge Hub group
- download documents from the library, and
- upload documents to the library.

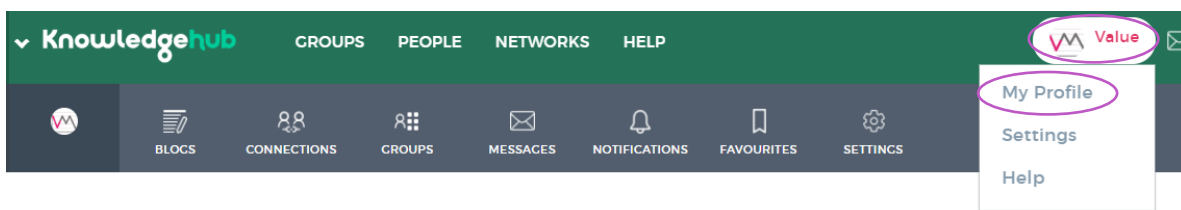
Creating a Knowledge Hub account

Before you can join the Value Management Knowledge Hub group you need to create a Knowledge Hub account.

1. Follow [this link](#) or scan the QR code below with your smartphone camera to go to the Knowledge Hub homepage. Click 'Sign up' and complete the registration form.



2. You will receive an automated email confirming that your account has been created. Follow the link to verify your account. Please allow 24 hours for this email to come through.
3. Once your account has been created, you can edit your profile by clicking on your name in the right hand corner then 'My Profile'.



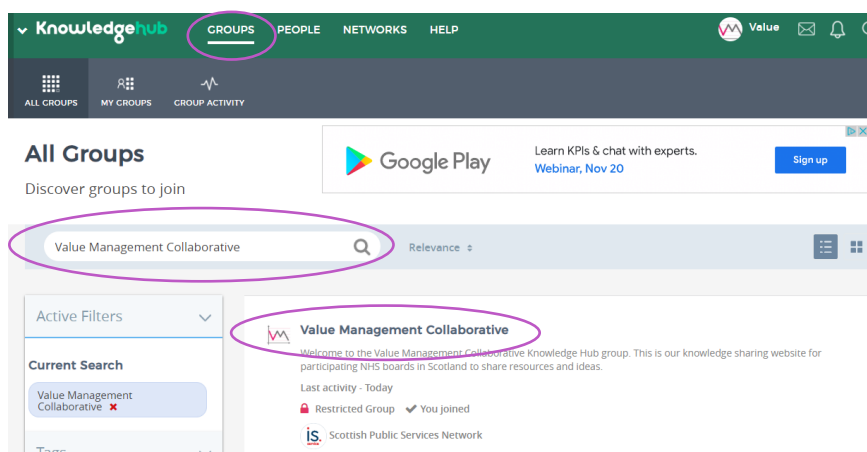
- Once on your profile, you can write a short biography and add details including your location, email address and Twitter handle.

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| <p>Location Healthcare Improvement Scotland, Gyle Square, Edinburgh</p> <p>Social Media @ihubscot Add your LinkedIn ID</p> <p>Interests Add your Interests</p> <p>Skills Add your Skills</p> | <p>Email hcis.valuemgt@nhs.net</p> <p>Website https://ihub.scot/improvement-programmes/value-management/</p> <p>Phone Number 0131 623 4300</p> |
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Joining the Value Management Knowledge Hub group

Once you have set up your Knowledge Hub account, you can request to join the Value Management group.

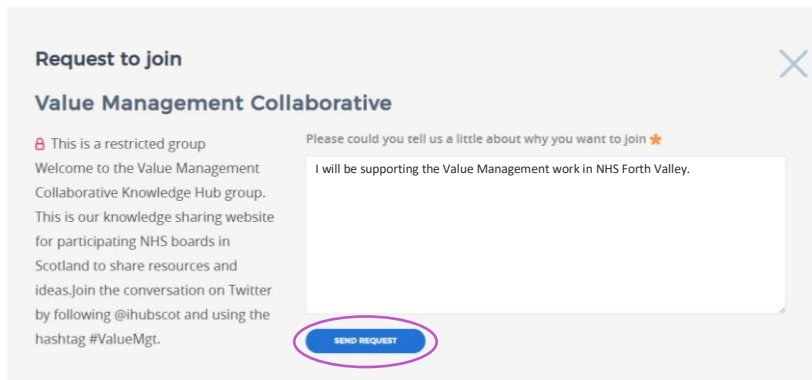
- Select 'Groups' at the top of the page and then enter 'Value Management Collaborative' in the search bar. Select 'Value Management Collaborative'.



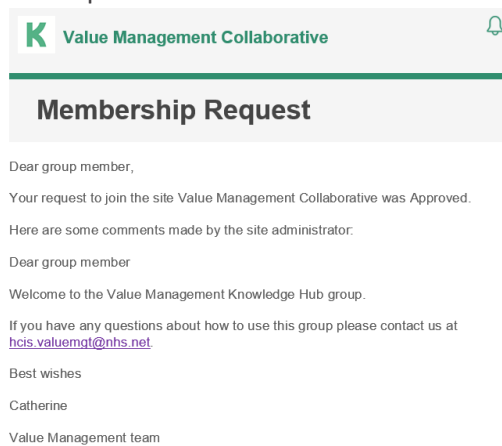
- Click 'Request to join' on the left hand side of the page.



- You will then be asked to provide a short explanation for why you would like to join the group. Click 'Send request'.



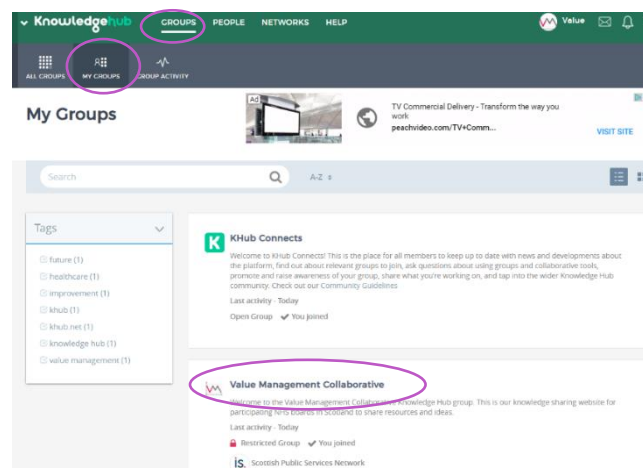
- A member of the national team will then accept your request and you will then receive an email confirming your membership.



Downloading documents from the library

Resources relating to the collaborative are available in the library section of the Value Management Knowledge Hub group.

- To navigate to the group select 'Groups' at the top of the page, then 'My groups', then 'Value Management Collaborative'.



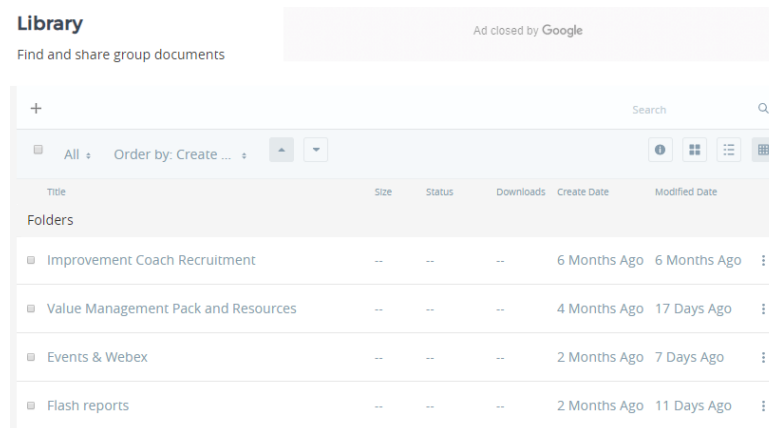
This will take you to the group home page where you can view recent activity and announcements and access the library.

At the top of the group homepage you can find the different group sections. The sections we will predominantly be using are:

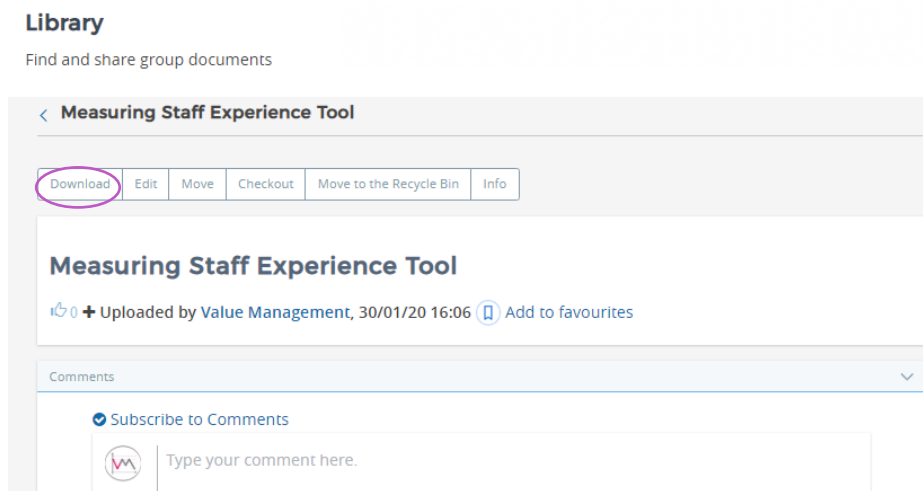
- Forum – to discuss and share any ideas and let other members know you have uploaded resources
- Library – to access and upload resources
- Blogs – to share any blogs
- Events – to share any events that may be of interest to other members
- Members – this shows all members in the group and gives you the option to ‘connect’ selecting this will allow you to contact one another once the other has accepted your invitation.

2. Navigate to the library section by clicking ‘Library’ at the top of the page.

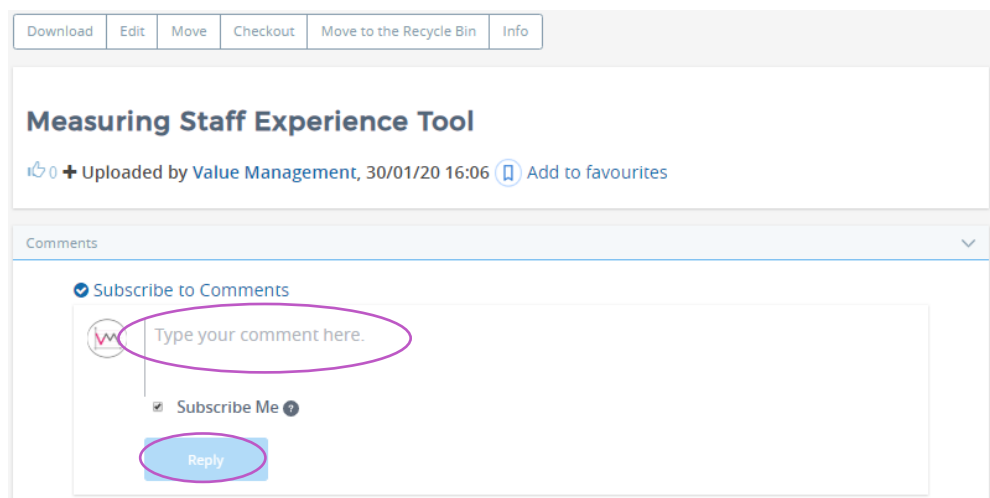
3. You can then view the range of folders.



4. To download a document, select the document and click on 'Download'.



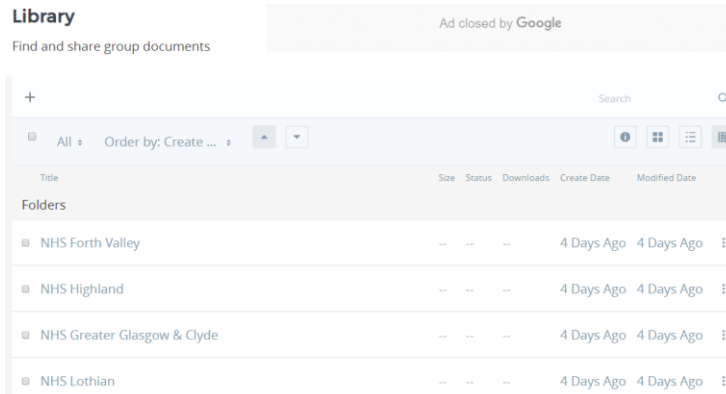
5. If you would like to leave a comment on any of the documents, enter your comment in the comment field and click 'Reply'.



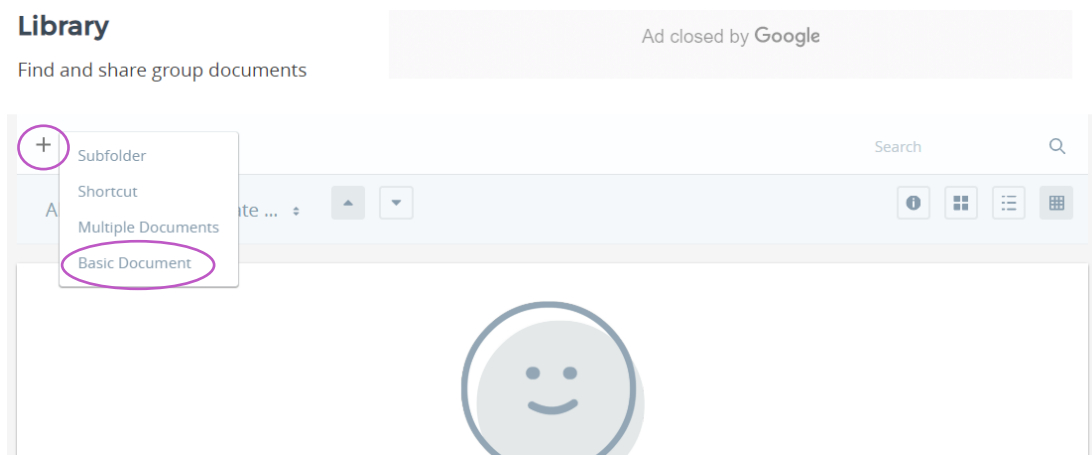
Uploading documents to the library

To support collaborative learning, participating boards are encouraged to upload any resources and tools they have developed to the library. Each board has a folder in the library.

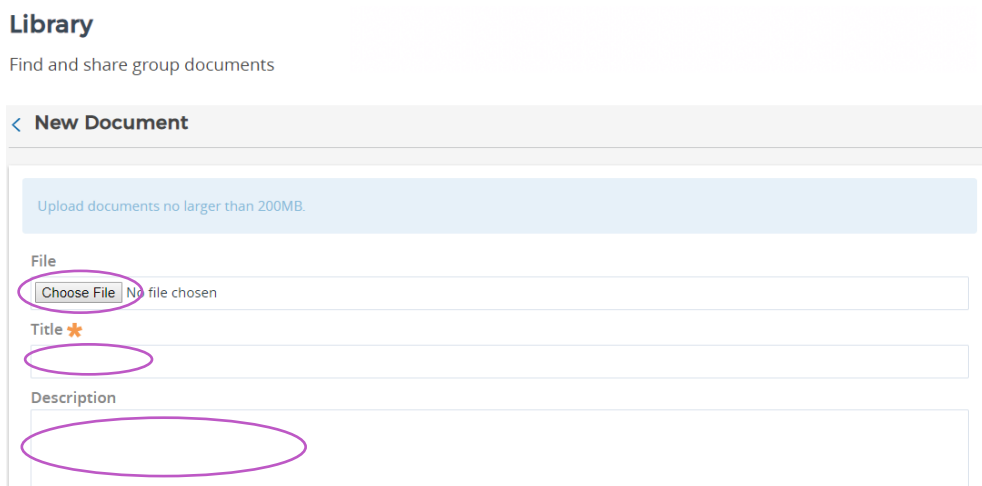
1. From the main library page select 'Board folders' and select your board's folder.



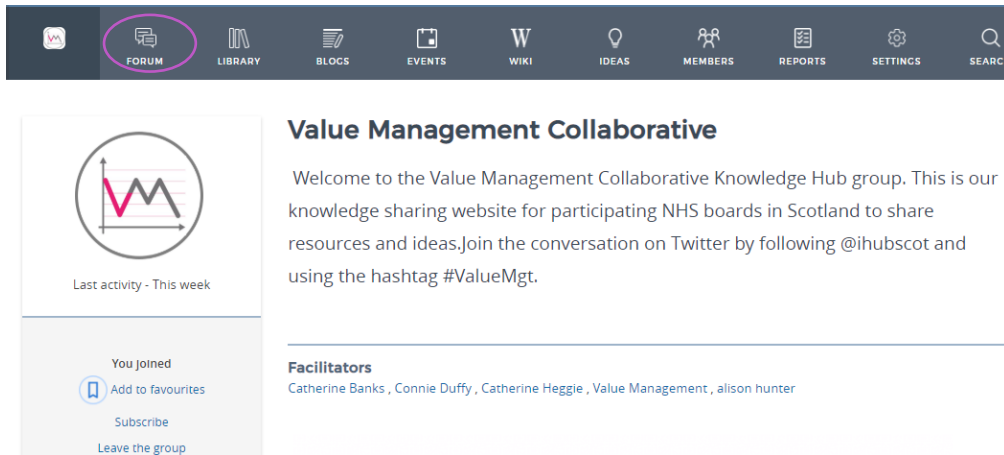
2. To upload a document click the '+' icon and select 'Basic Document'.



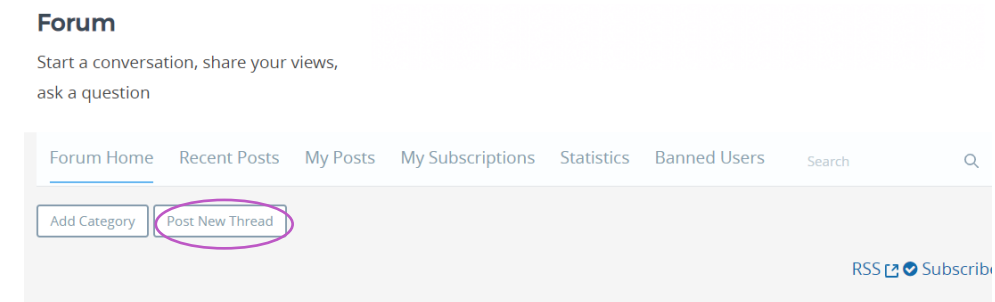
3. Select a file to upload. You can then enter a title and short description for the document. Click 'Publish' to upload the document. The document will now be available for other group members to view and download.



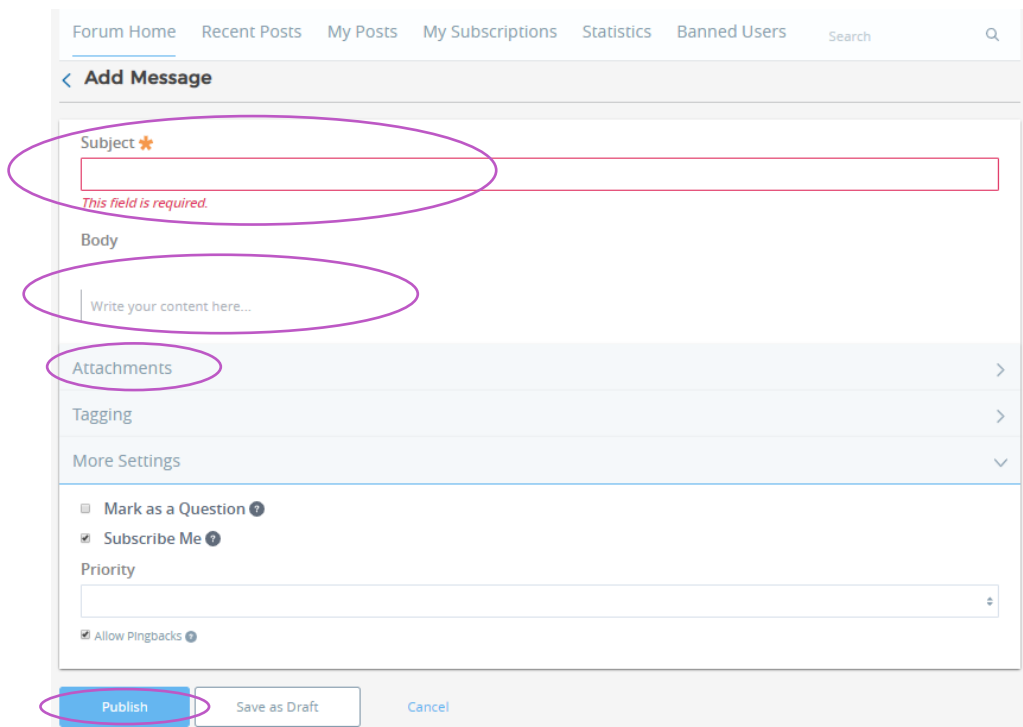
- Once you have uploaded your document to the library, let other group members know about the new resource by posting in the forum. Navigate to the forum by clicking on 'Forum' on the group homepage.



- Click on 'Post New Thread'.



- Write a subject for your update in the 'Subject' field and short message in the 'Body' field to let other members know what you have uploaded. You can also add the document as an attachment to the thread. Select 'Publish'.



You can also use the forum to start a conversation with other members about challenges you and facing in relation to Value Management or share successes and learning.

If you have any issues accessing or using the Knowledge Hub group please email the national team at hcis.valuemgt@nhs.net. You can also access further support resources on the Knowledge Hub website, including:

- [A new member's guide](#)
- [FAQs on all of the group features](#)
- [User guides with screen shots](#), and
- [Video walkthroughs](#).